

# Sample Elementary School Counselor Job Description

## Primary Function:

To provide a comprehensive counseling program for all children in elementary schools. Consult with teachers, parents and staff to enhance their effectiveness in helping students. Provide support to other elementary educational programs.

## Major Job Responsibilities:

1. Implement the elementary guidance curriculum;
2. Guide individuals and groups of students through the development of educational, personal, social and career plans;
3. Counsel individuals and small groups of children toward social and emotional growth;
4. Consult with and train teachers, parents and staff regarding children's needs;
5. Refer children with problems and their parents to special programs, specialists and outside agencies;
6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school;
7. Participate in and facilitate the intervention team process;
8. Plan and evaluate the counseling program;
9. Pursue continuous professional growth.

## Illustrative Key duties:

1. **Implement the elementary guidance curriculum:** conduct classroom guidance activities in each teacher's class and/or systematically conduct developmental counseling groups for each grade level throughout the year' consult with and/or provide resources to teachers to facilitate their instruction of counseling content and to infuse counseling content in the regular educational curriculum.

2. **Guide individuals and groups of students through the development of life skills:** work with students in acquiring knowledge about and effective use of skills when interacting in the home, academic and peer environments.
3. **Counsel individuals and small groups of children toward social and emotional growth:** conduct structured, goal-oriented counseling sessions in systematic response to identified needs of individual or groups of children. Topics may include academic failure, family issues, child abuse, attendance and/or behavior problems, peer problems, and substance abuse. Serve as student advocate and avoid role of disciplinarian.
4. **Consult with and train teachers, parents and staff regarding children's needs:** participate in staffing; conduct in service programs for faculty; act as a resource person for faculty, staff and parents; conduct conferences with teachers and/or parents; conduct or provide opportunities for parent education program; write articles for parent newsletters, assist families with school-related problems.
5. **Refer children with problems and their parents to special programs, specialists and outside agencies:** consult and coordinate with in-district and community-based specialists, such as school administrators, nurses, school psychologists, community-based psychologists, service agencies, and physicians.
6. **Participate in activities that contribute to the effective operation of the school:** contribute to the school district and individual building goals for enhancing education; conduct in-service training, act as an advocate for groups or individual students as system decisions are made.
7. **Participate in and facilitate the intervention team process:** assume an active role in designing, implementing, monitoring, and adjusting educational plans for individual students.
8. **Plan and evaluate the counseling program:** review the counseling program annually with staff and administration; establish the counseling department master calendar; evaluate learning activities as they are implemented; complete an annual counseling program evaluation.
9. **Pursue continuous professional growth:** attend state and local sponsored staff development offerings; join associations; read professional journals and contribute to professional literature; attend relevant workshops and conferences sponsored by professional organizations; take post-graduate courses; conduct training for staff and other counselors.

### **Organizational Relationships:**

An elementary school counselor is supervised by the district designee, collaborates with other district counselor(s), and works cooperatively with other school and district staff.